

EDITED TASK LISTING

CLASS: CHIEF DEPUTY, CLINICAL SERVICES, CORRECTIONAL FACILITY

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Under administrative direction, plans, organizes, and directs a complex Health Services Operation (HSO) i.e. medical, dental, and psychiatric inpatient and outpatient care and treatment program, to meet the constitutional standard of health care for persons committed to the California Department of Corrections (CDC) utilizing various resources (e.g. laws, rules, regulations, policies, procedures, knowledge, monies, people, etc.).
2.	Serves as a member of the Warden's executive staff to provide information, assistance, resolve problems and establish policies pertaining to HSO and Correctional Facility Operations, etc. utilizing various resources (e.g. expertise, knowledge, laws, rules, regulations, policies, procedures, etc.) working with other members as required.
3.	<p>Develops policies and procedures relative to health care services to:</p> <ul style="list-style-type: none">• meet the constitutional standard of health care for persons committed to the CDC• implement Federal and State laws and CDC treatment policies• assure that treatment services are developed within the context of an overall planned effort with explicit goals and objectives consistent with the mission of the CDC• assure that overall planning is relevant to the needs of the inmates/patients and consistent with community needs and the statewide delivery system within the resources available• ensure that the treatment services achieve and maintain compliance with licensing and certification regulation• use funds optimally and maintain fiscal controls <p>utilizing various resources (e.g. staff, laws, rules, regulations, knowledge, expertise, etc.) as needed.</p>

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4.	<p>Approves policies and procedures relative to health care services to:</p> <ul style="list-style-type: none">• meet the constitutional standard of health care for persons committed to the CDC• implement Federal and State laws and CDC treatment policies• assure that treatment services are developed within the context of an overall planned effort with explicit goals and objectives consistent with the mission of the CDC• assure that overall planning is relevant to the needs of the inmates/patients and consistent with community needs and the statewide delivery system within the resources available• ensure that the treatment services achieve and maintain compliance with licensing and certification regulation• use funds optimally and maintain fiscal controls <p>utilizing various resources (e.g. staff, laws, rules, regulations, knowledge, expertise, etc.) as needed.</p>
5.	<p>Implements policies and procedures relative to health care services to:</p> <ul style="list-style-type: none">• meet the constitutional standard of health care for persons committed to the CDC• implement Federal and State laws and CDC treatment policies• assure that treatment services are developed within the context of an overall planned effort with explicit goals and objectives consistent with the mission of the CDC• assure that overall planning is relevant to the needs of the inmates/patients and consistent with community needs and the statewide delivery system within the resources available• ensure that the treatment services achieve and maintain compliance with licensing and certification regulation• use funds optimally and maintain fiscal controls <p>utilizing various resources (e.g. staff, laws, rules, regulations, knowledge, expertise, etc.) as needed.</p>

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6.	<p>Administers policies and procedures relative to health care services to:</p> <ul style="list-style-type: none">• meet the constitutional standard of health care for persons committed to the CDC• implement Federal and State laws and CDC treatment policies• assure that treatment services are developed within the context of an overall planned effort with explicit goals and objectives consistent with the mission of the CDC• assure that overall planning is relevant to the needs of the inmates/patients and consistent with community needs and the statewide delivery system within the resources available• ensure that the treatment services achieve and maintain compliance with licensing and certification regulation• use funds optimally and maintain fiscal controls <p>utilizing various resources (e.g. staff, laws, rules, regulations, knowledge, expertise, etc.) as needed.</p>
7.	<p>Represents the Warden and/or the Deputy Director, Health Care Services Division in policy and decision making within the HSO, the department, or with other agencies to provide direction, coordination, expertise, etc. utilizing various resources (e.g. management skills, knowledge, communication skills, laws, rules, regulations, etc.) as delegated.</p>
8.	<p>Serves as Warden in his/her absence to ensure the continued operation of the Institution utilizing various resources (e.g. management skills, knowledge, communication skills, laws, rules, regulations, etc.) as delegated.</p>
9.	<p>Provides direct medical, dental and/or psychiatric treatment to inmates/patients to meet the constitutional standard of health care using the tools of the trade, medical expertise, etc. as necessary.</p>

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10.	<p>Works closely with Health Care Services Division staff and other departmental divisions to:</p> <ul style="list-style-type: none">• establish improved communication, methods, forms, policies, procedures, etc.• ensure the constitutional standard of health care to inmates/patients• obtain resources• arrange for placement of inmates/patients with special health care needs• plan for optimum use of funds and maintain fiscal control• assure that treatment services are developed within the context of an overall planned effort with explicit goals and objectives consistent with the mission of the CDC• assure that overall planning is relevant to the needs of the inmates/patients and consistent with community needs and the statewide delivery system within the resources available <p>utilizing various resources (e.g. interpersonal/communication skills, knowledge, expertise, laws, rules, regulations, policies, procedures, etc.) on an on-going basis.</p>
11.	<p>Consults with staff members on unusual or difficult medical, surgical or other treatment problems of inmates/patients to meet the constitutional standard of health care using the tools of the trade, medical expertise, etc. as necessary.</p>
12.	<p>Evaluates medical, dental and psychiatric treatment provided to inmates/patients to ensure the constitutional standard of health care using expertise, guidelines, and the methods of: peer/case review, continuous quality improvement, statistical analysis, process management, etc.; on an on-going basis.</p>
13.	<p>Approves medical, dental and psychiatric treatment provided to inmates/patients to ensure the constitutional standard of health care using expertise, guidelines, and the methods of utilization management on an on-going basis.</p>
14.	<p>Arranges, as necessary, for consultation on difficult cases with medical authorities outside the HSO to ensure the constitutional standard of health care using expertise, guidelines, and the methods of utilization management.</p>
15.	<p>Supervises a large clinical staff, which includes psychiatrists, psychologists, physicians and surgeons, social workers, therapists, nursing, dentists, and other related classes, by:</p> <ul style="list-style-type: none">• planning staffing needs• approving selection, assignment, performance evaluations• approving discipline of staff• acting as Skelly Officer• providing training <p>to ensure compliance with the State's personnel policy and the effective operation of the HSO utilizing various resources (e.g. management skills, communication skills, Institutional support staff, laws, rules, policies, procedures, etc.) on a daily basis.</p>

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16.	Maintains order, instructs, and supervises the conduct of individuals committed to the CDC to maintain security of work areas and materials in the performance of daily activities and to prevent escape or injury of inmates, to themselves, others, or to property utilizing various resources (e.g. interpersonal skills, heightened awareness of the surroundings, knowledge, various alarm systems, custody security staff, etc.) as dictated by departmental policy.
17.	Prepares written documents (e.g. reports, correspondence, etc.) to provide information to others utilizing various resources (e.g. communication skills, computer equipment, laws, rules, regulations, policies, procedures, etc.) as needed.
18.	Responds to inquires from governmental agencies, legislature, citizens, inmate/patient family members, etc. to provide information utilizing various resources (e.g. interpersonal/communication skill, technical expertise, laws, rules, policies, procedures, etc.) as required.
19.	Administers the inmate appeal system for the HSO to: <ul style="list-style-type: none">• ensure timely completion of appeals by assigned staff• provide resources to appeals coordinator• review all allegations of staff misconduct for appropriate assignment to fact finding or investigation personnel• approve all second level appeals responses• ensure compliance with third level appeals modification orders utilizing various resources (e.g. interpersonal/communication skill, technical expertise, laws, rules, policies, procedures, etc.) on an on-going basis.